
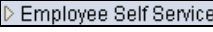



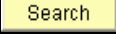

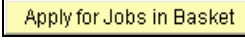






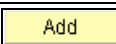

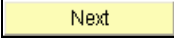


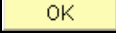

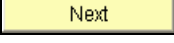


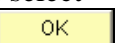
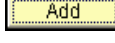

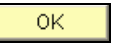
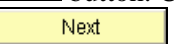

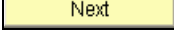
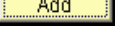

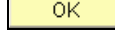
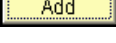
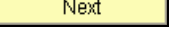



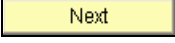

### Logging Into PeopleSoft

1.	Enter your user id into the <b>User ID</b> field. If you do not know your User ID contact your agency HR department for assistance. Press <b>[Tab]</b> .
2.	Enter your password into the <b>Password</b> field.
3.	Click the  button.
4.	Congratulations, you have successfully logged into PeopleSoft! You may be prompted to change your password.

### View Job Postings/Apply for Job Vacancies

1.	Click the  <b>Employee Self Service</b> link.
2.	Click the  <b>Employee Home</b> link.
3.	Click the  <b>Recruiting Activities Home</b> link.
4.	Click the  <b>View Job Postings</b> link.
5.	Select the desired category/categories to search for open job postings; location, keyword, and other fields to define your search. <b>Note:</b> The best method for finding postings of interest is to select job categories and click the search button. This will allow you to view every posting in the category. Adding search criteria such as locations, keywords, and other Miscellaneous criteria will narrow the results of your search. Click the  button.
6.	Click the <b>Posting Title</b> link to view the job posting details.
7.	If the posting is of interest and you'd like to add it to your job basket, click the <b>Add Job to Basket</b> button. To view additional postings, click the  <b>Return to Job Postings</b> link to return to the search results.
8.	When finished adding jobs to your job basket, click the  button to complete the online application/resume.
9.	<b>Page 1</b> provides an opportunity to paste resume text for the recruiter/hiring manager to view. The online resume/application contains circles (bubbles) at the top of each page for easy reference. The circle will turn gray when completed. The current page will be noted by a yellow/gold outline. Note that the application is thirteen (13) web pages. Applicants may submit their application without providing a resume. This option is the selected default. <b>Note:</b> If you paste a resume you must still complete the application process. Click the  button.
10.	<b>Page 2</b> allows the user to change their personal information such as address, telephone, and Social Security Number (SSN). An employee's name, address, telephone, and e-mail information will be completed, pulling from the personnel record. Make any necessary changes to the application, such as the e-mail type. Click the  button when finished.

11.	<b>Page 3</b> allows an employee enter employment history on this page. The applicant should enter all state service. When finished noting employment history, click the  button.
12.	Once you have entered all pertinent information click the  button. This process may be repeated to note additional work experience.
13.	When finished adding current and prior employment, click the  button to go to page 4.
14.	<b>Page 4</b> records an applicant's Education details. Select the  <b>Highest Education Level</b> from the list.
15.	Click the  button to note primary education details. Input all pertinent information and when complete select continue. Repeat this process for College/University Education <b>Note:</b> Use the Look up tab  to search for Degree type, Major, and School.
16.	<b>Page 5</b> records professional training completed by the employee. The PeopleSoft employee record will default into the employment application. Use the Edit, Delete, and Add buttons to make any necessary revisions.  When finished, scroll to the bottom of the page and click the  button.
17.	<b>Page 6</b> records language proficiencies (i.e. Spanish, French, Arabic). Click the  button to note any language proficiencies. Use the  to look appropriate language codes. Enter all pertinent information and click  to continue when finished.
18.	Use the  button to note any additional language proficiencies. When finished, click the  button.
19.	<b>Page 7</b> records Licenses and Certifications earned by the applicant. Click the  button to note licenses or certifications. Use the  to look up and select appropriate licenses and certifications. Enter all pertinent information and click  when finished. Use the Add button to note any additional Licenses or Certifications. When finished, click the button.
20.	<b>Page 8</b> records professional memberships. To note professional memberships, click the  button. Click the Memberships  <b>Look up (Alt+5)</b> button to find memberships from the list. If the desired membership is not listed, record it in the Other field on the Memberships page. Complete all pertinent information and click the  button. Use the Add button to note any additional memberships. When finished, click the  button.
21.	<b>Page 9</b> records preference information such as the applicant's geographical preference and desired work hours. Enter all pertinent information. You may use the  to define geographic locations. When finished noting preferences, click the  button.
22.	<b>Page 10</b> records professional references. Click the  button to note your references. Enter all pertinent information. You may use the  to define email type. Click the  when finished.
23.	Use the  button to note additional references. When finished, click the  button to continue.

24.	<b>Page 11</b> , the questionnaire page, asks questions that provide information about the applicant's qualifications. Please answer all questions in the list and remember to scroll to the bottom of the page. To answer a question, click the appropriate checkbox for your response.
25.	When finished completing the questionnaire, click the  button.
26.	<b>Page twelve 12</b> allows the applicant to state how he/she found out about the job and note that he/she is a current employee. Enter all pertinent information. <b>Note:</b> Current and Former state employees must select the <b>Yes</b> radio button. Once you have completed this section click the  button. Note: Applicants must disclose conviction information here including: Date of conviction Type of conviction Current status of conviction
27.	<b>Page 13</b> , the final page, provides important information about your application. You must click the <input type="checkbox"/> checkbox to accept the certification statement before your application can be submitted. <b>Note:</b> the application cannot be submitted if you do not agree to the certification statement. When complete click the  button
28.	Congratulations!!! You have successfully submitted your Application.

### Special Note:

Additional information is available by accessing our Website  
<http://www.in.gov/jobs/stateemployment/apply.html>

Additional resources include:

- Create an Email account
- Frequently Asks Questions
- Link to Full Text Manual w/Pictures